

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**DATA PROCESSING TECHNICIAN - 11440**

Monthly Salary Range: \$2315 - \$3130

General duties: A Data Processing Technician, as a member of the agency's information processing program, performs journey level information system operation control work in one or more of the following areas: as a stand alone system operator, controls and monitors the operation of key to disk, optical scanner, tape drive, printer, library tape and similar information processor support or data pooling systems; as a computer system operator, controls the operation of remote job entry, mainframes, or host processors; as a network controller monitors and controls the remote entry network; as production controller, performs system control functions; reviews master schedule and prepares job streams; corrects job control and other application command statements to correct run errors.

Desirable training and experience: Four years of high school supplemented by one year of related data processing experience; or equivalent training and experience.

NOTE: Working knowledge of information processing system operation principles, job submission, computer operation monitoring and production procedures is required for this position. Only applicants who possess these skills are advised to take this examination. Training in the above areas can be obtained in the Data Processing Technician Trainee position.

Knowledges tested: Interpreting work procedures; Documenting work activity; Numeric reasoning; Computer operations; Computer hardware & software.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Effingham, Sangamon, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

**AN EQUAL OPPORTUNITY EMPLOYER**

3-1-96 K (RC-028-09) Salary 1-1-06, Counties Updated 3-25-02